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DEPARTMENT OF EDUCATION OF PUERTO RICO

Office of the Commissioner

San Juan

Circular Letter No. 472

September 25, 1907.

To Superintendents,

Gentlemen:-

(Paragraph five and six)

CHANGES . All changes in the teaching force dating from the above personnel will be reported as in the past, i.e., by means of letter or telegram, except that changes in the grade taught or in the location of a school are to be reported also. If possible, please separate changes affecting salary from these which do not.

ABSENCES . The so-called "white telegram" is abolished and reports will be made at the end of the second week of each school month, covering absences for the last two weeks of the previous school month and the first two weeks of the current month. Any delay in sending them in promptly at the time indicated will necessarily cause delay in making up the certified pay-rolls. To inaugurate the system, it will be necessary to send in a report for the two weeks ending October 11, Superintendents will be held responsible for the accuracy of these reports and for everpayments made through eversights in reporting absences, resignations, etc.

Respectfully,

(Signed) Edwin G. Dexter
Commissioner of Education

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